



**United States
Department of
Agriculture**

FY 2021 Socially-Disadvantaged Groups Grant Program Application Checklist

Before you submit your application, please be sure that your System for Award Management (SAM) Registration is complete and up to date and that you have addressed all the following elements.

Required forms (see links below for fillable forms)

- ☐ Form SF-424, "Application for Federal Assistance" (DUNS number/SAM CAGE code)
- ☐ Form SF-424A, "Budget Information-Non-Construction Programs"
- ☐ Certification regarding Federal judgements – no Federal Form, certify by a statement per the instructions in the Notice.

Title Page

Table of Contents

- ☐ Page numbers included for each part of the application

Executive Summary

- ☐ One page description of your proposed project

Eligibility Discussion (4 page limit)

- ☐ Applicant Eligibility
 - ☐ Meet Applicant Type Requirements
 - ☐ Meet Board of Directors/ Governing Board Requirement
 - ☐ Has the Applicant received a previous SDGG Grant?
- ☐ Use of Funds
- ☐ Project Area Eligibility
- ☐ Grant Period Eligibility
- ☐ Satisfactory Performance (if applicable)
- ☐ Completeness
- ☐ Duplication of current services (if applicable)
- ☐ Multiple Grant Eligibility

USDA is an equal opportunity provider, employer and lender.

FY21 SDGG



**United States
Department of
Agriculture**

Proposal Narrative

- ☐ Goals of the Project
- ☐ Estimates provided for Performance Evaluation Measures

Scoring Criteria

- ☐ Technical Assistance (3 page limit)
- ☐ Work Plan/Budget (6 page limit)
- ☐ Experience (3 page limit)
- ☐ Commitment (3 page limit)
- ☐ Local Support (3 page limit)

Appendices

- ☐ Appendix A – Verification Documents for Applicant Organization
- ☐ Appendix B – Resumes
- ☐ Appendix C – Local Support Letters

Required Standard Form Links on Grants.gov

Click on the grants.gov link below to find the required forms for SDGG. Once you access the list of forms under grants.gov, click on the pdf opposite the form you wish to complete. The form will open in a fillable pdf format so that you can complete it online. You may save and print the completed forms.

<https://www.grants.gov/web/grants/forms/sf-424-family.html>

Form SF-424 Instructions

Form SF-424, "Application for Federal Assistance"

Form SF-424A, "Budget Information-Non-Construction Programs"

Important Application Resources

[**SDGG Notice of Solicitation of Applications \(NOSA\)**](#)

[**DUNS Number**](#)

Obtain a free DUNS number by clicking the above link or calling 1-800-234-3867.

[**SAM \(System for Award Management\) Cage Code**](#), then click in the left navigation bar: D&B, SAM, Grants Contacts

USDA is an equal opportunity provider, employer and lender.

FY21 SDGG



**United States
Department of
Agriculture**

You may register at SAM at no cost, and provide your SAM CAGE code and expiration date or evidence of having begun registration process